

## **JOB SHADOWING INFORMATION AND GUIDELINES SHEET**



As part of your graduation requirements at Union Christian Academy, students are required to complete one job shadowing experience with a goal of gaining knowledge about the work world and exploring careers. This requirement begins with the Class of 2022. Many students will complete their job shadow during summer break. This may be the most convenient time for students to fulfill this requirement. In most cases, a summer job will not count for your required job shadow. Students are required to spend at least four hours at a place of employment and complete classroom related assignments in order to receive a school related absence. Each student must receive pre-approval of their job shadow choice by the school guidance counselor.

It is wise to plan for two to three students for each job shadow experience whenever possible. If one student becomes ill, at least one or two students can attend. For safety reasons, students may not ride in a personal vehicle of the employer to go out for lunch or any other time during the Job Shadow; therefore, lunch plans should be made in advance. Also, while students are at the work site, they should observe the career field and not participate in work tasks that could create a hazardous situation for either the student or the employer.

Your first assignment is to make contact with a potential job shadowing host. Completing a job shadow at a parent's place of employment can count as long as it is a career students are considering pursuing after graduation. Please remember that the business community does not have to allow for a job shadowing experience; they are doing us a favor if they choose to participate. Students should be respectful when contacting a potential job shadowing host. Also, students will need to find out the appropriate dress for the day.

Remember that UCA students are expected to be polite at all times. Any negative comments about your day should be saved for your reflection writing when you return. Don't make negative comments to your host. Remember you are their guest.

Please have your parent/guardian look over this information relating to your job shadowing experience and then discuss with them where you might visit for the day. Remember that you may go with other students if this is acceptable to your job shadow host. Your parent/guardian will need to sign the confirmation sheet in order to grant permission for you to attend the job shadowing experience.

The majority of students enjoy participating in a job shadow experience, so put forth an effort to find a job shadow in a career you are truly interested in exploring. Also, keep in mind that this is a requirement for graduation. The experience could lead to other opportunities later, so do your best to make this day a worthwhile experience.

Yes, my child, \_\_\_\_\_, has informed me about the one required job shadow experience. This graduation requirement begins with the Class of 2022. I understand the information related to this requirement is found on our school website: [www.ualions.org](http://www.ualions.org) > "Academics" > "Job Shadow Experience".

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**Parent/Guardian Signature & Date**